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**DRAFT:** [REDACTED] /ep  
28 August 1957

Office of Logistics Instruction No. 25-

**SUBJECT:** Formal Training of Members of the Logistics Career Service

1. Policy

The following are minimum standards for training personnel of the Logistics Career Service:

- a. For all clerical personnel GS-6 or below:

Administrative Procedures (B-4)

- b. For all personnel GS-7 and above:

Intelligence Orientation

- c. For all personnel GS-9 and above assigned as Logistics Officer

(DD/P, Headquarters or Field):

Operations Support (B-5)

Logistics Support

- d. For all personnel assigned as Chief of Logistics (DD/P Area Divisions, Field Stations and Bases):

Operations Familiarization (O-2)

Operations Support (Administration Phase) (B-5)

Logistics Support

- e. For all personnel assigned as Logistics Planning Officer:

War Planning (O-15)

- f. For all supervisory personnel GS-7 through GS-12:

Basic Supervision (B-7)

- g. For all personnel of Branch, Staff or Division Chief level:

Basic Management (B-8)

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Except as otherwise provided by CIA Regulation [REDACTED] waiver of these requirements can be authorized only by the Logistics Career Service Board. Deferment, when necessary, can be approved by the Division or Staff Chief concerned.

3. Procedures and Coordination with Training Officer

The training standards outlined above are an important element in the professional development of members of the Logistics Career Service and are designed to insure that personnel will be capable of dealing with problems encountered in assignments involving new responsibilities or different working relationships. Division and Staff Chiefs will coordinate with the OL Training Officer plans and actions required to insure that these training standards are satisfied. The required courses should be taken as soon as possible after EOD or prior to reassignment or promotion, as appropriate.

4. Training Beyond Required Minimum

This instruction prescribes only minimum standards for training Logistics personnel for various general categories of duty. Training for various specialized occupations and categories of duty will continue to be accomplished through the various Logistics On-the-Job Training Programs. Staff and Division Chiefs are urged to enroll personnel in additional internal and external training which will further their effectiveness and career development.

JAMES A. GARRISON  
Director of Logistics

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